Accelerated SAP	Organization/Area: Title of Process:	BUSINESS PROCESS PROCEDURE
State of Utah		Agency Payroll Administration Payroll Accounts Report
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Payroll Accounts.doc	Release:	R/3 4.6C
Responsibility:	Payroll Coordinator	Status:	Issued: 1/28/2003 Revised: 5/7/2004

Overview

Trigger:

Agency staff can use this report to show a pay period by pay period accounting of all earnings deductions and benefits for selected employees.

Business Process Procedure Overview
Managing the payroll function sometimes requires researching an employee's payroll account for prior pay periods. This reporting tool can display all earnings, deductions and benefits for selected employees. Data can be displayed in a report format or a spreadsheet format. Up to 26 pay periods can be displayed in the spreadsheet format and up to 4 pay periods can be displayed in the report format.

Procedural Steps

1.1.   Access transaction by:

Via Menus	Reports - other → Z_PAYROLL_ACCOUNTS
Via Favorites Menu	Z_PAYROLL_ACCOUNTS

Double click on Payroll Accounts report and the following screen will appear:

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Input Fields	Field Value
Payroll Area	The state currently has one Payroll area which is 'UB'
Personnel number	Employee numbers are used to select specific employees – leave blank if Organization Key is used.
Org. Key	Enter Agency, Space, Low Org and Distribution of employees to be reported – leave blank if Personnel number is used.
Year and Pay Period	Enter the year and pay period of the payroll account you want to display. Click on the arrow to select multiple periods.
Report	Click on the radial button if you the output in a report format. Up to four periods can be displayed in this format.
Spreadsheet	Click on the radial button if you want the output in a spreadsheet format. Up to 26 pay periods can be displayed in this format.

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1.2 Enter UB in the Payroll area if it is not there by default.

1.3 Enter the employee number of the person whose account you wish to view in the "Personnel number" to field. If you want to select multiple employees, click on the arrow and enter their employee numbers (See step 1.4). If you want to select all the employees for an organization unit, leave the personnel number blank and use the Organization key for the selection criteria as described below.

1.4 *NOTE: When you click on the arrow next to an entry box, a "Multiple selection …" window appears. Use green tabbed boxes to enter multiple individual selection criteria or ranges of selection criteria. Use red tabbed boxes to exclude records from the range of selected criteria. All selection boxes that appear when you click on the arrow next to the entry box operate in the same way.*

1.5 The "Organization key" field allows you to enter the Agency code followed by a space, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, *, in your selection criteria. For example, if you want all employees in agency 100 and organization code 0420, you should enter 100 0420*. You can also select employees from multiple organization keys by clicking on the arrow to the right of the "Organization key" entry field. (See step 1.4)

1.6 Enter the year and pay period for the payroll account you wish to view. The entry format is YYYYPP. You can select multiple periods by clicking on the arrow to the right of the field. (See step 1.4)

1.7 Click on the radial button next to the output format of your choice. If you choose the Report format, you will get a report of up to four periods that can be printed. If you select the spreadsheet format, you will get a spreadsheet of up to 26 periods, which can be saved as an Excel spreadsheet. (Note: the year and period is located at the top of each dollar amount column, i.e. 2003.01)

1.8 Click on the Execute button 🕐 and view the output. If you want to print the report, click on the print icon 🖶. If you want to save the spreadsheet, click

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on the word "File" in the upper left corner of the spreadsheet and select "Save Copy As …